

INTERNSHIP INFORMATION:

Company Name: _____

Company Contact: _____

Phone # _____ Email: _____

Dates of Employment: _____

Description of internship: _____

ALL interns are required to submit a letter from the company conducting the internship stating proof of position and dates of employment. The letter should be on company letterhead and signed by a company contact. This letter must be turned in with your housing contract.

IMPORTANT

- The housing contract will list deposit and due date information. The 1st DEPOSIT is due with the housing contract. All deposits/pre-payments will be credited to the final invoice.
- A final invoice for any fines or administrative fees will be sent to you within one week of departure and is due within 30 days of invoice date. Payment can be made by Check, Money Order, Credit Card or Cash. Failure to pay within 30 days will result in a 15% late fee (Details in contract).

CANCELLATION POLICY

This policy will be in effect when the official Housing Contract is signed. The policy states:

An intern may cancel the request for housing if done in writing 90 days prior to the intern's arrival date. The Housing Contract then becomes null and void. If an intern cancels between the specified number of days prior to the arrival date, the intern will be charged according to the policy listed below.

<i>Cancellation is received within 90 – 61 days</i>	<i>15% of deposit will be refunded</i>
<i>Cancellation is received within 60 – 30 days</i>	<i>25% deposit is non-refundable</i>
<i>Cancellation is received within 29 – 15 days</i>	<i>Responsible for 50% of contracted housing</i>
<i>Cancellation is received within 14 – arrival</i>	<i>Full payment required</i>

By signing below, I understand that this is only a request for housing on the College of Charleston campus. The housing reservation is only guaranteed after the signed contract is received.

Signature: _____ Date: _____

OTHER

Any additional comments/needs/interests:

Please return your reservation, parking request AND deposit by one of the following:

Mail: College of Charleston
Residence Life and Housing
Attn: Summer Programs
40 Coming Street
Charleston, SC 29401

Fax: Attn: Summer Programs
843-953-6590

E-mail: ResLifeSummerPrograms@cofc.edu
Subject: Reservation